

ROYAL CANADIAN MOUNTED POLICE

"C" Division

Montreal, Quebec.

"SPECIAL EMERGENCY ORDER" (I.S.R.)  
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MEMBER I/C RECORDS  
RCMP - "C" DIVISION  
MONTREAL POST

1. Upon receipt of these instructions you will immediately commence the procedures listed hereunder and warn your staff to maintain secrecy in connection with these operations. Accuracy is essential in the recording of progress.
2. The S. & I. Registry will be used as the Record Office and staff will be made available to you for carrying out your function. It will be conducted on a continuous basis until the operation is concluded.
3. You will provide forms to all key personnel for carrying out this plan. Copies of the forms are hereto attached. Stencils may have to be cut and mimeographed to add to the supply already on hand. The forms are as follows and a supply of 1,000 copies of each is on hand:
  - "Operation Order Log"
  - "Detention & Admission Form"
  - "Exhibit Record Form"
  - "Operations Report Form"
  - "Description Form"
4. Stenographers may be drawn from the pool to cut any additional stencils necessary.
5. You will set up a "Logging Clerk" who will use the first form above listed, namely "Operation Order Log". All Operation Report Forms will be entered in this log. The Operation Report Forms will be received by you from the Message Centre Member, i/c Communications or from the Member i/c Operations.
6. An extract will be made by you from the Log, and supplied to the Member i/c Operations within one half-hour after "X-Hours" which will be made known to you by the Member i/c Operations. Reports will then be furnished at half-hourly intervals until completion of the operation.

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